

**FOREST HILLS PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES**

**Administrative, Student and Other Application Systems and Implementing Hardware**

OWNER: Forest Hills Public Schools, Grand Rapids, MI  
PROGRAM Childs Consulting Associates, Inc.  
MANAGER: 514 Lakeside Dr., P. O. Box 550, Mackinaw City, MI 49701  
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Forest Hills Public Schools invites qualified firms to submit proposals / bids for Administrative, Student and Other Application Systems and Implementing Hardware. Further, the District reserves the unrestricted right to reduce the contract amount by reducing the scope of work and/or components in order to meet budget requirements. Unit pricing, as specified in the bid proposal, will be used to control contract adjustments. Any such action will be taken before specific work on a building or on a project component has commenced.

**BIDS ARE DUE at 2:00 p.m. local time on January 15, 2008.**

Forest Hills Public Schools (FHPS) will receive sealed proposals for the above project at the FHPS Office, 6590 Cascade Road SE, Grand Rapids, MI 49546-6497, Attention: Timothy Raymer, Assistant Superintendent – Finance and Operations, until the stipulated bid opening date and time. Bids received after the stipulated date and time will not be considered and will be returned unopened. Bids will be opened (bids without a bid bond will be retained for the files and will not be read or evaluated) and **read at a public meeting** scheduled for 2:00 p.m. on January 15, 2008 at the FHPS Office, 6590 Cascade Road SE, Grand Rapids, MI 49546-6497. **Bids must be clearly marked Administrative, Student and Other Application Systems.** The RFP contains the specific requirements for all bids. Among the requirements in the RFP are three (3) complete copies of your response to the RFP, including an RFP compliance form, a base bid cost summary form, and a required bid time schedule. **Only the RFP contains the specific requirements for all bids.** All interested bidders may obtain copies of the RFP, drawings, and specifications from Childs Consulting Associates, Inc., **beginning December 10, 2007. Bid documents are available electronically by [CLICKING HERE](#) from ([www.childs.com/invitations](http://www.childs.com/invitations)) or by UPS or Federal Express, COD or Receiver Account number, and by pick up at the following address.** (Please call, fax, or e-mail to make arrangements.)

Childs Consulting Associates, Inc.  
514 Lakeside Drive, P. O. Box 550  
Mackinaw City, MI 49701  
Telephone (231) 436-4099  
Fax (231) 436-4101  
Attn: Millie Smith ([msmith@childs.com](mailto:msmith@childs.com))

A minimum of 5% bid security, either in the form of a bid bond or cashier's check payable to Forest Hills Public Schools, must accompany each bid (see RFP for rules for calculating the bid bond amount).

**A highly recommended pre-bid meeting** will be held on **December 18, 2007**. The Forest Hills Public Schools district reserves the right to reject any or all bids and to waive irregularities in bids.

By: Timothy Raymer – Assistant Superintendent, Finance and Operations  
Forest Hills Public Schools  
6590 Cascade Road SE  
Grand Rapids, MI 49546-6497

AN EQUAL OPPORTUNITY EMPLOYER